



MEMO

from

Sir George Williams University
Library

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FROM THE LIBRARIAN'S OFFICE

This a month for bouquets. The staff of the Reference department and the staff of the Technical Services division deserve a special mention.

The Reference Department has recently completed an extensive student orientation program in cooperation with the English Department and the School of Retailing. The scale of the program proved to be larger in the end than anticipated, the number of hours spent in preparation and speaking to classes was great, and if subsequent student use of the library is an indication, the students benefited from the instruction. The reference librarians have already evaluated the program and submitted recommendations for its improvement next year. A more complete story appears later in this issue. My congratulations for a job well done.

As you will see from the report on the Acquisitions and Catalogue Departments the staff of these departments are now in stride with the reorganized procedures which have been worked out and introduced in these areas over the last two years. Output for the first half of this year is double what it was by this time last year (professional staff have increased 17%, clerical staff by 40%). New acquisitions and reclassified items are moving smoothly through the division. At the present rate of output we will add about 28,000 volumes to the collection this year, and complete the reclassification project in about four years time. Such progress means that we are a bit ahead of schedule of collection building which I proposed in the spring of 1963. This is a record of output that the staff can be proud of. I am.

Though I've mentioned these two areas of the library because the work they've completed and the level reached represent landmarks in the library's development, I must hasten to add that the less spectacular tasks of the other departments and sections are regularly carried out with dispatch and good humour. So I wish to express my appreciation of the support and goodwill of the library staff, and wish all the Merriest of Christmases and the Happiest of New Years.

Staff Training and Development Committee: Bob Van den Berg, Head of the Acquisitions Department has been appointed as the library's representative on the Staff Training and Development Committee. As you may recall, the Committee was established last year to develop a program for staff development within the university,

to consider problems which might hamper communication and the effective operation of staff members in various university offices. The Committee welcomes suggestions or problems brought up by staff members. If you have any, draw them to Mr. Van den Berg's attention.

ACQUISITION NOTES

	<u>November 1964</u>	<u>November 1965</u>
Orders Placed	770	1,550
Received		
Purchased	713	1,361
Gifts	<u>41</u>	<u>215</u>
Total received	754	1,576
<u>Cumulative</u>	<u>June-November 1964</u>	<u>June-November 1965</u>
Orders Placed	4,082	6,531
Received		
Purchased	3,788	5,794
Gifts	<u>478</u>	<u>2,056</u>
Total received	4,266	7,850

The budget at the end of November stands at \$66,794.00 spent and \$60,176.00 committed. The book budget has now been established at \$208,300.00 with an uncommitted balance of \$81,330.00.

CATALOGUING NOTES

A newsworthy item in the Cataloguing Department this month is the special note of congratulations to the staff received from Mr. McCahill in recognition of their impressive performance during the month of November.

The following comparison shows the sharp increase in output by the department.

	<u>November</u>		<u>June-November</u>	
	1965	1964	1965	1964
Titles				
New	1,730	710	6,973	3,635
Reclassified	943	178	2,270	1,692
Volumes				
New	2,571	1,162	12,545	6,973
Reclassified	1,833	488	5,839	2,270

State of the collection:

LC	22,548 titles	43,096 volumes
Dewey	<u>34,018 titles</u>	<u>45,366 volumes</u>
Total:	56,566 titles	88,462 volumes.

CIRCULATION OF LIBRARY MATERIALS

	<u>November 1964</u>	<u>November 1965</u>
General Collection	14,480	14,122
Reserve Collection	2,385	3,010
Reading Room Only	2,034	2,799
Periodicals	1,334	2,491
Records	66	54
Microfilms	-	116

REFERENCE NOTES

November was a record-breaking month for reference. A total of 87 queries were received on November 11, the heaviest number recorded so far in one day.

Mrs. Thomson, Head of the Reference Department, has submitted statistics for the month, which are shown with comparable figures for last year. It is important to note that due to the student tours conducted in October, the heavy concentration of student inquiries was delayed until November.

Last year library tours were not provided and student use of the reference facilities was heaviest in October. It is therefore not possible to show a comparison of peak periods in the use of reference services.

	<u>November 1964</u>	<u>November 1965</u>
a. Reference Inquiries	604	1,096
Catalogue Inquiries	305	306
b. Catalogue Desk	-	162
Documents Room	-	12
Total All Inquiries:	<u>909</u>	<u>1,576</u>
c. Selection Slips Checked	770	2,022
d. Interlibrary Loans	40	44

INSTRUCTIONAL PROGRAM IN LIBRARY USE, 1965-66

Mrs. Helen Howard, Head of Public Services, and Mrs. Leslie Thomson, Head of Reference, organized a program of library instruction for students in collaboration with Prof. Belkin and Prof. Stokes of the English Department. The four reference librarians and the head of public services carried out the program. Designed primarily for students taking English 211, this program was instituted to assist them in learning research techniques and the use of reference tools. Instruction was in the form of a one hour combined period of lecture and library tour. The program was scheduled early in the fall to coincide with the assignment of the English 211 research paper and took approximately one month to complete.

Reference librarians and English 211 instructors cooperated closely at all stages of this joint instructional project. An outline of the proposed program, with emphasis on its needs and objectives, was presented by Mrs. Howard at a meeting of English 211 instructors held before fall classes began. The

reference librarians familiarized themselves with the English 211 curriculum and textbook, so that library instruction could be geared to the course. The Composition office staff thoroughly investigated possible research topics as to availability of library materials. Library instruction was given just before research assignments were made and students came to the library, one group at a time, during a regularly scheduled class period and accompanied by their instructor.

Formal instruction consisted of teaching the use of the catalogue, reference books and periodical indexes. Information was also given on circulation and reserve book procedures. The reference staff also compiled for English 211 instructors a selected, annotated list of reference books and periodical indexes which are in the S.G.W.U. Library.

Because of the very large number of Freshman students this year - some 2400 - and very limited library staff and facilities, the initial plan had been to provide library instruction for the day division students only in English 211. This group amounted to 44 sections, some 1200 - 1300 students in all. In response to requests from some evening division instructors, however, an attempt was made to schedule as many as possible of the evening classes so that 13 of these 33 sections also received library instruction. Additional provision was made for one group from the School of Retailing. In the second week of January, 1966, six sections of English 201 will receive library orientation. Because of the much smaller number of students involved in English 201, it will be possible to include all day and evening students.

For the complete 1965-66 program of instruction in library use, a total of 64 hours of Reference staff time will have been given to roughly 1600 - 1800 students. This of course does not include the time spent in preparation and coordination of the program.

Faculty and librarians are agreed that most students appear to be making more adequate and independent use of the library as a result of their exposure to this program. Reference information and periodical circulation statistics already have shown a decrease in the number of catalogue queries and an increase in the use of reference materials, particularly periodical indexes.

APPOINTMENTS

We welcome the following staff members who have been appointed:

Janet Handel, sub-professional, Reference Department.

Mrs. Naomi Joel, secretary to the university librarian.

Thérèse Pascal, clerk typist in Cataloguing.

Mrs. Gladys Whalley, clerk typist in Cataloguing

Diana Wilson, circulation clerk.

Jacqueline Rodger, processing clerk.

DEPARTURES

Eva Degerman has returned to Sweden by way of Florida and Jamaica. She was formerly a clerk typist in the Cataloguing Department.

Mrs. Margaret Lang, secretary to the university librarian, resigned in favour of a more leisurely domestic environment. She hopes to devote considerable time to her favourite hobby - painting.

Agneta Svensson, circulation clerk, has returned to Sweden for three months. She accompanied Eva Degerman to Florida and Jamaica before departing for home.

Lynda Warner, processing clerk, has left for Calgary where she accepted a new position.

Mrs. Susan Vadnay, senior circulation clerk, has resigned due to ill health.

Readers of MEMO are invited to submit material they feel may be of interest to Miss Carol Calder, Library Circulation Department.